RMS FILE
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Chief, Management Staff 26 March 1959

Chief, Records Management Staff

Report for Week Ending 25 March 1959

1. Contributions

a. Tangible

(1) Assisted the DD/S/Emergency Planning Office in retirement of 1 cu. ft. of Top Secret records.

(2) Completed 10 new and 11 revised forms.

(3) The Records Center received 60 cu. ft. of inactive records. 50 cu. ft. of records were burned.

b. Intangible

None

2. Assignments - Active

a. Forms

(1) Eight new and 17 revised forms in process.

(2) Teletype Dissemination Information Reports and Systems.

(3) Revision of Dispatch Form.

(4) Improved Management of Stocked Forms.

(5) Uniform Information Report.

(6) Evaluation of Information Reports.

(7) Agency Chain Envelope. Met with a manufacturers representative to discuss his product relative to reusable and throw-away type envelopes.

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b. Shelf Filing

(1) Office of Personnel.

(2) Acquisition Branch Library/OCR.

25X1 (3) [redacted] Contact Division.

c. Filing Systems

(1) OCR/FDD Translation Index. New card cabinets received and transfer of records from safes completed. Additional equipment will be ordered.

(2) Contract Personnel Division/OP Card Index.

(3) Graphics Register Film Index. Inspected the Revo-File being tested and discussed its acceptance with Chief of Film Branch.

d. Audit and Revision of Records Control Schedules

(1) OCR

(2) OO/FDD, Revision of schedule in process.

e. Special Projects

(1) Development of Training Program for Records Officer, DD/P. Developed on-the-job training outline for two trainees from DD/P Area.

(2) Revision and Recorder of Overnight Storage Boxes.

(3) DD/P Support Records. Survey in the FE Area completed. Survey now concurrent with FP Area.

(4) Predecessor Agency Records (OSS, SSU, and CIB). Survey in process

3. News

a. Ten members of this Staff, two from the Records Center and nine from operating offices attended the IRAC meeting at the National Archives on the "Department of the Army's Functional File System."

b. The Government Printing Office requested all the copies of the incorrectly printed Employee Suggestion Form. They will ask the General Accounting Office for recommendations on action to be taken against the company which produced these forms.

25X1 [redacted]

Distribution:
(Same as usual)

25X1 Mgt/S/IRMS/ [redacted] (26 Mar '59) [redacted] 25X1

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